

**I. NOTICE:** The following solicitation provisions pertinent to this section are hereby incorporated by reference:

**A. FEDERAL ACQUISITION REGULATION SOLICITATION PROVISIONS**

- 52.204-06 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (JUN 1999)  
52.211-02 AVAILABILITY OF SPECIFICATIONS LISTED IN THE DOD INDEX OF SPECIFICATIONS AND STANDARDS (DODISS) AND DESCRIPTIONS LISTED IN THE ACQUISITION MANAGEMENT SYSTEMS AND DATA REQUIREMENTS CONTROL LIST, DOD 5010.12-L (DEC 1999)  
52.215-01 INSTRUCTIONS TO OFFERORS--COMPETITIVE ACQUISITION (MAY 2001)  
52.215-16 FACILITIES CAPITAL COST OF MONEY (OCT 1997)  
52.215-20 REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA (OCT 1997) - ALTERNATE IV (OCT 1997)  
Alt IV, Para (b), Insert description of the information and the format that are required: '????'  
52.216-01 TYPE OF CONTRACT (APR 1984)  
Type of contract is 'Cost Plus Award Fee'  
52.222-24 PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE EVALUATION (FEB 1999)  
52.222-46 EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES (FEB 1993)  
52.233-02 SERVICE OF PROTEST (AUG 1996)  
Para (a) Official or location is "Maria E. Chavez-Mann, SMC Det 12/PKV, 3548 Aberdeen Ave. S.E., Kirtland AFB NM 87117-5778 with a copy to Roland Shank, SMC/PKC, 155 Discovery Blvd, Suite 1516, Los Angeles AFB, EL Segundo CA 90245-4692."  
52.237-01 SITE VISIT (APR 1984)  
52.237-10 IDENTIFICATION OF UNCOMPENSATED OVERTIME (OCT 1997)

**B. DEFENSE FEDERAL ACQUISITION REGULATION SUPPLEMENT SOLICITATION PROVISIONS**

- 252.211-7001 AVAILABILITY OF SPECIFICATIONS AND STANDARDS NOT LISTED IN DODISS, DATA ITEM DESCRIPTIONS NOT LISTED IN DOD 5010.12-L, AND PLANS, DRAWINGS, AND OTHER PERTINENT DOCUMENTS (DEC 1991)  
Activity name is 'SMC Det 12/PKV ATTN: Lt Jeremy Perry'  
Activity address is '3548 Aberdeen Ave. S.E., Kirtland AFB NM, 87117-5778'  
252.227-7028 TECHNICAL DATA OR COMPUTER SOFTWARE PREVIOUSLY DELIVERED TO THE GOVERNMENT (JUN 1995)

**C. AIR FORCE FEDERAL ACQUISITION REGULATION SUPPLEMENT SOLICITATION PROVISIONS**

- 5352.215-9000 FACILITY CLEARANCE (MAY 1996)

**D. AIR FORCE MATERIEL COMMAND FEDERAL ACQUISITION REGULATION SUPPLEMENT SOLICITATION PROVISIONS**

- 5352.209-9003 POTENTIAL ORGANIZATIONAL CONFLICT OF INTEREST (AFMC) (JUL 1997)  
Para (a), Nature of the proposed conflict is "the potential gain of unfair competitive advantage for future acquisitions by having access to other contractor's proprietary data." If an Offeror currently does business with the government, and specifically SMC, in an area related to the effort required by STEC 2004, there may be the possibility that such Offeror would be in a position to favor its own products, or through the "current" effort

influence the scope or magnitude of effort under STEC. Offerors must identify such potential conflicts in their proposal and propose how to remedy such a situation. Para (a)(1), nature of the proposed restraint and the applicable time period is " proprietary information is protected from unauthorized use or disclosure for as long as it remains proprietary and that the information is not used for any purpose other than for which it was furnished."

5352.227-9001 QUALIFICATION OF OFFEROR UNDER EXPORT - CONTROLLED RESTRICTED SOLICITATION (AFMC) (JUL 1997)

**II. NOTICE:** The following solicitation provisions pertinent to this section are hereby incorporated in full text:

**A. FEDERAL ACQUISITION REGULATION SOLICITATION PROVISIONS IN FULL TEXT**

**52.252-01 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es): <http://farsite.hill.af.mil/>

**52.252-05 AUTHORIZED DEVIATIONS IN PROVISIONS (APR 1984)**

(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the provision.

(b) The use in this solicitation of any Defense Federal Acquisition Regulation Supplement (48 CFR Chapter 2) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

**B. OTHER SOLICITATION PROVISIONS IN FULL TEXT**

**L003 NEW MEXICO GROSS RECEIPTS TAX (SEP 2001)**

(a) New Mexico Gross Receipts (NMGRT) applies to all receipts collected (cost and profit) from engaging in business in New Mexico (NM); selling property in NM, leasing property employed in NM, selling R&D services performed outside NM the product of which is initially used in NM if the contractor has nexus in NM, or performing services in NM.

(b) Offerors are expected to be knowledgeable of the Gross Receipts and Compensating Tax Act for the State of New Mexico in the preparation of their proposal. For assistance, please contact the State of New Mexico Taxation and Revenue Department, P.O. Box 630, Santa Fe NM 87509-0603, or call (505) 827-0928 or 0909.

**L011 APPLICABLE CLAUSES (MAY 2002)**

The appropriate clauses to be included in the contract will be determined based on Offeror's response to the Section K representations.

(a) Patent Rights. If the Offeror is a small business firm or nonprofit organization, then FAR 52.227-11, PATENT RIGHTS-RETENTION BY THE CONTRACTOR (SHORT FORM), DFARS 252.227-7034, PATENTS - SUBCONTRACTS, and DFARS 252.227-7039, PATENTS - REPORTING OF SUBJECT INVENTIONS will be used in Section I. Otherwise, FAR 52.227-12, PATENT RIGHTS - RETENTION BY THE CONTRACTOR (LONG FORM), will be included in Section I consistent with FAR Part 27.

(b) Cost Accounting Standards. Section I of this solicitation may contain the three Cost Accounting Standards clauses at FAR 52.230-3, 52.230-4, 52.230-5, and/or 52.230-6. The resultant contract will contain only those clauses required based on the Offeror's response to the Section K certification titled Cost Accounting Standards Notices and Certification (National Defense).

(c) State of New Mexico. Section I of this solicitation may contain the clause at FAR 52.229-10, STATE OF NEW MEXICO GROSS RECEIPTS AND COMPENSATING TAX. The resultant contract will contain this clause only if performance is in whole or in part within the State of New Mexico and the contract directs or authorizes the contractor to acquire property as a direct cost under the contract.

(d) Educational institutions and nonprofit organizations. If a cost-reimbursement type contract is contemplated and the offeror is an educational institution, paragraph (a) of the clause at FAR 52.216-7, Allowable Cost and Payment shall be altered in the resultant contract to refer to FAR Subpart 31.3 for determining allowable costs. Similarly, if the offeror is a nonprofit organization (other than an educational institution, a State or local government, or a nonprofit organization exempted under OMB Circular No. A-122), paragraph (a) of the clause at FAR 52.216-7 shall be altered to refer to FAR Subpart 31.7. In addition, if the offeror is an educational institution, DFARS 252.209-7005, MILITARY RECRUITING ON CAMPUS, will be added to Section I of the resultant contract.

(e) Subcontracting Plan. If the offeror has a comprehensive subcontracting plan under the test program described in 219.702(a), DFARS 252.219-7004, SMALL, SMALL DISADVANTAGED AND WOMEN-OWNED SMALL BUSINESS SUBCONTRACTING PLAN (TEST PROGRAM) and AFMCFARS 5352.219-9002, SMALL, SMALL DISADVANTAGED AND WOMEN-OWNED SMALL BUSINESS SUBCONTRACTING PLAN (TEST PROGRAM) (AFMC) will be used in Section I in lieu of FAR 52.219-9, FAR 52.219-10, FAR 52.219-16, DFARS 252.219-7003, and AFMCFARS 5352.219-9000.

#### **L014 SOLICITATION EXCEPTIONS (FEB 1997)**

Should the Offeror not concur with the proposed contract schedule and provisions, or desires modification thereto, it should be so stated in the proposal transmittal letter with reasons therefor.

#### **L021 SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS (FEB 1997)**

FAR 52.219-9 AND DFARS 252.219-7003 and 252.219-7005 are included in this solicitation and will be incorporated into any resultant contract. A subcontracting plan is required from all offerors other than small business concerns for proposals exceeding \$500,000 which contain subcontracting opportunities. The plan shall be submitted with the initial proposal and will be concurrently negotiated. If a cost proposal is required by this solicitation, it must relate to, and substantiate, the submissions under FAR 52.219-9(d). Also substantiate the reasonableness of any additional costs to be expended in pursuit of the small disadvantaged business goal. The offeror's submission must provide sufficient information to support the contracting officer's review of the subcontracting plan to determine: (a) if it is acceptable (otherwise an offeror will be ineligible to receive the contract award); and (b) if at the time of contract completion any small disadvantaged business subcontracting incentive or award fee has been earned. Contractors who have been selected for participation in the DoD test program authorized by Section 834 of Public Law 101-189 and who have approved comprehensive subcontracting plans are not required to negotiate subcontracting plans on an individual contract basis. If the offeror has an approved comprehensive subcontracting plan under the DoD test program, the offeror shall provide a copy of its approved comprehensive subcontracting plan in lieu of the individual plan required herein. Any contract resulting from this solicitation which includes a comprehensive subcontracting plan will include the clause at

252.219-7004, Small Business and Small Disadvantaged Business Subcontracting Plan (Test Program), in lieu of the clauses at FAR 52.219-9, and DFARS 252.219-7003 and 252.219-7005.

**L029 DETERMINATION OF COMPETITIVE RANGE (FEB 1997)**

a. Pursuant to FAR 15.306, the Contracting Officer's determination of competitive range of proposals submitted as a result of this solicitation will consider such criteria as technical evaluation/ranking of the proposal, initial cost/ price proposed, and other items set forth in Section M of this solicitation. See the Section M paragraph entitled "Evaluation Criteria," for a definitive listing of these criteria and their relative importance.

b. Offerors are hereby advised that only those proposals determined to have a reasonable chance for award of a contract will be included in the competitive range. While every effort will be made to maintain strong competition, the Contracting Officer will also look to eliminate time consuming and unnecessary discussions with those offerors whose proposals have no reasonable chance for award. This procedure is considered beneficial to both the Air Force and the offerors involved since, in addition to saving further expenditure of resources, acquisition lead time should be reduced.

c. Accordingly, offerors should submit initial proposals on their most favorable terms, from both a technical and cost/price standpoint. Again, it should be noted that proposals will not be included in the competitive range solely on the basis of technical acceptability, nor will they be included due to cost/price considerations alone.

d. Offerors whose proposals are not included in the competitive range will be notified as soon as practicable. Additional information relative to such proposals will be provided through debriefing of unsuccessful offerors.

**L045 ACCESS TO AIR FORCE COMPUTER SYSTEMS (MAR 1999)**

If performance under this contract will require access to Air Force computer systems (stand alone or networked), compliance with Air Force Instruction (AFI) 33-119 and Air Force Systems Security Instruction (AFSSI) 5027 is mandatory. It should be noted that such access requires, at a minimum, a National Agency Check or Entrance National Agency Check in accordance with DoD 5200.2-R, Personal Security Program. Offerors should make themselves familiar with local procedures for processing such requirements, and be prepared to be in compliance on the first day of contract performance. Failure to comply with this requirement may be considered a failure to perform.

**B. OTHER SOLICITATION PROVISIONS IN FULL TEXT**

**DET 12 – L001 PROPOSAL PREPARATION INSTRUCTIONS (JAN 2003)**

**INFORMATION TO OFFERORS (ITO)**

**1.0 Program Structure and Objectives**

The new Space Test and Engineering Contract (STEC 2004) will provide follow-on support after the current STEC contract, which ends 30 Sep 2003. Support for VOF, which manages the RDT&E Support Complex (RSC), will not change materially from the support provided in the existing contract, except that greater emphasis will be placed on mission-unique software development. Support for VOC, which manages the Center for Research Support (CERES), will place greater emphasis on concept development activities, particularly with regard to the design of experiments.

STEC 2004 will be a Cost Plus Award Fee Level of Effort contract. The labor hours will be exercised as either Core Operations, funded by VO, or Customer Workload, funded by our customers. Core Operations effort will be exercised at the award of the contract and for each contract option year. Customer Workload effort will be added as required via work authorizations. The Sample Workload, Paragraph 5.5, delineates between Core Operations and “Representative” Customer Workload. The total contract value will be determined by the contract award and all options.

**2.0 General Instructions**

(a) This section of the ITO provides general guidance for preparing proposals as well as specific instructions on the format and content of the proposal. The Offeror's proposal must include all data and information requested by the ITO and must be submitted in accordance with these instructions. The offer shall be compliant with the requirements as stated in the Statement of Work (SOW), Contract Data Requirements List (CDRL) and Solicitation. **Non-conformance with these instructions provided in the ITO may result in an unfavorable proposal evaluation.**

(b) The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal should not simply rephrase or restate the Government's requirements, but rather shall provide convincing rationale to address how the Offeror intends to meet these requirements. Offerors shall assume that the Government has no prior knowledge of their experience, and will base its evaluation on the information presented in the Offeror's proposal.

(c) Elaborate brochures or documentation, binding, detailed artwork, or other embellishments are unnecessary and are not desired.

(d) The proposal acceptance period is specified in Section A of the solicitation. The Offeror shall make a clear statement in Section A of the proposal documentation volume that the proposal is valid until this date.

(e) In accordance with FAR Subpart 4.8 (Government Contract Files), the Government will retain one copy of all unsuccessful proposals. Unless the Offeror requests otherwise, the Government will destroy extra copies of such unsuccessful proposals.

## **2.1 General Information**

### **2.1.1. Point of Contact**

The Contracting Officer (CO) is the **sole** point of contact for this acquisition. Address any questions or concerns you may have to the CO. Written requests for clarification may be sent to the CO at the address located in Section A of the solicitation.

### **2.1.2. Debriefings**

The CO will promptly notify Offerors of any decision to exclude them from the competitive range, whereupon they may request and receive a debriefing in accordance with FAR 15.505. The CO will notify unsuccessful Offerors in the competitive range of the source selection decision in accordance with FAR 15.506. Upon such notification, unsuccessful Offerors may request and receive a debriefing. Offerors desiring debriefing must make their request in accordance with the requirements of FAR 15.505 or 15.506, as applicable.

### **2.1.3. Discrepancies**

If an Offeror believes that the requirements in these instructions contain an error, omission, or are otherwise unsound, the Offeror shall immediately notify the CO in writing with supporting rationale. The Offeror is reminded that the Government reserves the right to award this effort based on the initial proposal, as received, without discussion.

### **2.1.4. Reference Library**

A reference library has been established containing documents such as general information, mission requirements documents, management processes, and Air Force Satellite Control Network (AFSCN) Interface documents. This library is available Government contractors on Compact Disc and can be obtained by contacting:

- Lt Jeremy Perry, (505) 846-4597, or by e-mail at [jeremy.perry@kirtland.af.mil](mailto:jeremy.perry@kirtland.af.mil), or
- Mr Raynie Vanderford, (505) 846-5084, or by e-mail at [raynie.vanderford1@kirtland.af.mil](mailto:raynie.vanderford1@kirtland.af.mil)

## **2.2 Organization/Number of Copies/Page Limits**

The Offeror shall prepare the proposal as set forth in the Proposal Organization Table (Table 2.2 below). The titles and contents of the volumes shall be as defined in this table, all of which shall be within the required page limits and with the number of copies as specified in Table 2.2. The contents of each proposal volume are described in the ITO paragraph as noted in the table below.

**Table 2.2 - Proposal Organization**

<b>VOLUME</b>	<b>ITO PARAGRAPH NUMBER</b>	<b>VOLUME TITLE</b>	<b>HARD COPIES</b>	<b>SOFT COPIES</b>	<b>PAGE LIMIT / GOAL</b>
<b>I</b>	<b>3.0</b>	<b>EXECUTIVE SUMMARY</b>	1 Original	2	3
<b>II</b>	<b>4.0</b>	<b>MISSION CAPABILITY</b>	1 Original 7 Copies	2	90
	<b>4.2.3</b>	<b>Subfactor One - Mission Accomplishment</b>			
	4.2.3.1	Mission Planning and Real-time Operations			
	4.2.3.2	24/7 Operations			
	4.2.3.3	Proficiency Assurance			
	4.2.3.4	Operations Processes and Procedures			
	4.2.3.5	Operations Concepts			
	4.2.3.6	Readiness Activities			
	4.2.3.7	Research and Development Projects			
	<b>4.2.4</b>	<b>Subfactor Two - Engineering Development</b>			
	4.2.4.1	Development Languages, Applications, Platforms			
	4.2.4.2	Software Requirements Definition			
	4.2.4.3	Software Design and Development			
	4.2.4.4	Test Plans and Procedures			
	<b>4.2.5</b>	<b>Subfactor Three - Program Management</b>			
	4.2.5.1	Organizational Structure and Processes			
	4.2.5.2	Training Program			
	4.2.5.3	Work Breakdown Structure			
	4.2.5.4	Integrated Schedule			
	4.2.5.5	Information Management			
	4.2.5.6	Small Business Participation			
	4.2.5.7	Cost-Constrained and Volatile Schedule Environment			
	<b>4.2.6</b>	<b>Subfactor Four - Transition / Phase-in</b>			
	4.2.6.1	Transition Plan			
	4.2.6.2	Manning Requirements			
	4.2.6.3	Training and Certification of Personnel			
	4.2.6.4	Software Development Schedules			
<b>III</b>	<b>5.0</b>	<b>COST / PRICE</b>	1 Original 2 Copies	2	Un-limited
<b>IV</b>	<b>6.0</b>	<b>CONTRACT DOCUMENTATION</b>	1 Original	2	Un-limited
<b>V</b>	<b>7.0</b>	<b>RELEVANT PAST AND PRESENT PERFORMANCE</b>	1 Original 3 Copies	2	Refer to Section 7.0

#### 2.2.1 Page Limitations

Page limitations shall be treated as maximums. If exceeded, the excess pages will not be read or considered in the evaluation of the proposal and (for paper copies) will be returned to the Offeror as soon as practicable. Page limitations shall be placed on responses to Evaluation Notices (ENs). The specified page limits for EN responses will be identified in the letters forwarding the ENs to the Offerors. When both sides of a sheet display printed material, it shall be counted as 2 pages. Each page shall be counted except

the following: cover pages, tables of contents, tabs, glossaries, resumes, security clearance information, relevancy matrices, Subcontractor/Teaming Partner Consent Letter, client authorization letters, and Final Past and Present Performance Tracking Record.

### 2.2.2 Cost or Pricing Information

All cost or pricing information shall be addressed ONLY in the Cost/Price Proposal and Contract Documentation Volumes. Cost trade-off information and work-hour estimates may be used in other volumes only as appropriate for presenting rationale for alternatives and trade-off decisions. Mission Capability and Proposal Risk information shall only be addressed in Volume II.

### 2.2.3 Cross Referencing

To the greatest extent possible, each volume shall be written on a stand-alone basis so that its contents may be evaluated with a minimum of cross-referencing to other volumes of the proposal. Information required for proposal evaluation which is not found in its designated volume will be assumed to have been omitted from the proposal. Cross-referencing within a proposal volume is permitted where its use would conserve space without impairing clarity. The Offeror shall fill out the cross-reference matrix indicating the proposal reference information as it relates to Section L and Section M. Place the Cross Reference Matrix after the Table of Contents within each volume.

#### Sample Cross-Reference Matrix

<b>CROSS REFERENCE MATRIX</b>			
<b>MISSION CAPABILITY</b>	<b>Section L</b>	<b>Section M</b>	<b>Proposal Reference</b>
<b>Subfactor One - Mission Accomplishment</b>	<b>L 4.2.3</b>	<b>M002 e (1)</b>	
Mission Planning and Real-time Operations	L 4.2.3.1	M002 e (1) (c) 1	
24/7 Operations	L 4.2.3.2	M002 e (1) (c) 2	
Proficiency Assurance	L 4.2.3.3	M002 e (1) (c) 3	
Operations Processes and Procedures	L 4.2.3.4	M002 e (1) (c) 4	
Operations Concepts	L 4.2.3.5	M002 e (1) (c) 5	
Readiness Activities	L 4.2.3.6	M002 e (1) (c) 6	
Research and Development Projects	L 4.2.3.7	M002 e (1) (c) 7	
<b>Subfactor Two - Engineering Development</b>	<b>L 4.2.4</b>	<b>M002 e (2)</b>	
Development Languages, Applications, Platforms	L 4.2.4.1	M002 e (2) (c) 1	
Software Requirements Definition	L 4.2.4.2	M002 e (2) (c) 2	
Software Design and Development	L 4.2.4.3	M002 e (2) (c) 3	
Test Plans and Procedures	L 4.2.4.4	M002 e (2) (c) 4	
<b>Subfactor Three - Program Management</b>	<b>L 4.2.5</b>	<b>M002 e (3)</b>	
Organizational Structure and Processes	L 4.2.5.1	M002 e (3) (c) 1	
Training Program	L 4.2.5.2	M002 e (3) (c) 2	
Work Breakdown Structure	L 4.2.5.3	M002 e (3) (c) 3	
Integrated Schedule	L 4.2.5.4	M002 e (3) (c) 4	
Information Management	L 4.2.5.5	M002 e (3) (c) 5	
Small Business Participation	L 4.2.5.6	M002 e (3) (c) 6	
Cost-Constrained & Volatile Schedule Environment	L 4.2.5.7	M002 e (3) (c) 7	
<b>Subfactor Four - Transition / Phase-in</b>	<b>L 4.2.6</b>	<b>M002 e (4)</b>	
Transition Plan	L 4.2.6.1	M002 e (4) (c) 1	
Manning Requirements	L 4.2.6.2	M002 e (4) (c) 2	
Training and Certification of Personnel	L 4.2.6.3	M002 e (4) (c) 3	
Software Development Schedules	L 4.2.6.4	M002 e (4) (c) 4	



#### 2.2.4 Indexing

Each volume shall contain a more detailed table of contents to delineate the subparagraphs within that volume. Tab indexing shall be used to identify sections.

#### 2.2.5 Glossary of Abbreviations and Acronyms

Each volume shall contain a glossary of all abbreviations and acronyms used, with an explanation for each. Glossaries do not count against the page limitations for their respective volumes.

### ***2.3. Page Size and Format***

(a) Page size shall be 8.5 x 11 inches, not including foldouts. Pages shall be single-spaced. Except for the reproduced sections of the solicitation document, the text size shall be no less than 12 point. Tracking, kerning, and leading values shall not be changed from the default values of the word processing or page layout software. Use at least 1-inch margins on the top and bottom and 3/4 inch side margins. Pages shall be numbered sequentially by volume. These page format restrictions shall apply to responses to ENs. These limitations shall apply to both electronic and hard copy proposals.

(b) Legible tables, charts, graphs, and figures shall be used wherever practical to depict organizations, systems and layout, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed 11 by 17 inches in size with 3/4-inch side margins all around. Foldout pages shall fold entirely within the volume, and count as two pages. Foldout pages may only be used for large tables, charts, graphs, diagrams and schematics; not for pages of text. For tables, charts, graphs and figures, the text shall be no smaller than 8 point. These limitations shall apply to both electronic and hard copy proposals.

### ***2.4 Binding and Labeling***

Each volume of the proposal should be separately bound in a three-ring loose-leaf binder, which shall permit the volume to lie flat when open. Staples shall not be used. A cover sheet should be bound in each book, clearly marked as to volume number, title, copy number, solicitation identification and the Offeror's name. The same identifying data should be placed on the spine of each binder. All document binders shall have a color other than red or other applicable security designation colors. Apply all appropriate markings including those prescribed in accordance with FAR 52.215-1(e), Restriction on Disclosure and Use of Data, and 3.104-4, Disclosure, Protection, and Marking of Contractor Bid or Proposal Information and Source Selection Information.

### ***2.5 Electronic Offers***

For electronic copies, indicate on each CD-ROM the volume number and title. Use separate files to permit rapid location of all portions, including exhibits, annexes, and attachments, if any. The Offeror shall submit volumes I through V in electronic format, using IBM-compatible, virus-free CD-ROM. Each volume shall be on a different CD-ROM. All files shall not be compressed. The electronic copies of the proposal shall be submitted in a format readable by Microsoft (MS) Office 2000 and MS Project 2000, as applicable. If discrepancies exist between the hard copy and soft copy versions of the proposal, the hard copy version will take precedence.

## **2.6 Distribution**

The "original" proposal shall be identified. Proposals shall be addressed to the Contracting Officer and delivered to:

**Ms Maria Chavez-Mann, SMC/PKV  
Bldg 413, Room 230  
3548 Aberdeen Ave, S.E.  
Kirtland AFB, NM 87117-5778**

Be sure to advise the Administrative Contracting Officer (ACO) and the Defense Contract Audit Agency (DCAA) for prime and subcontractors that the proposal is "For Official Use Only" and "Source Selection Information--See FAR 3.104".

## **3.0 Volume I - Executive Summary**

In the executive summary volume, the Offeror shall provide a master table of contents of the entire proposal as well as a concise written narrative summary of the entire proposal, including significant risks, and a highlight of any key or unique features. In particular, the Offeror shall highlight how the approach would improve VO's ability to execute in a cost-constrained and volatile schedule environment. The salient features should tie in with Section M evaluation factors/subfactors. Any summary material presented here shall not be considered as meeting the requirements for any portions of other volumes of the proposal.

## **4.0 Volume II - Mission Capability Volume**

### **4.1 General**

The Mission Capability Volume should be specific and complete. Legibility, clarity, and coherence are very important. Your responses will be evaluated against the Mission Capability subfactors defined in Section M, Evaluation Factors for Award. Using the instructions below, provide as specifically as possible the actual methodology you would use for accomplishing/satisfying these subfactors. All the requirements specified in the solicitation are mandatory. By your proposal submission, you are representing that your firm will perform all the requirements specified in the solicitation. It is not necessary or desirable for you to tell us so in your proposal. Do not merely reiterate the Statement of Work or reformulate the requirements specified in the solicitation.

### **4.2 Format and Specific Content**

#### **4.2.1 Mission Capability and Proposal Risk**

Mission Capability and Proposal Risk will be addressed in the Mission Capability volume. In this volume, address your proposed approach to meeting the requirements of each Mission Capability subfactor, as well as the risks in your proposed approach in terms of mission capability/performance, cost, and/or schedule.

Address Proposal Risk by identifying those aspects of the proposal you consider to involve cost and/or mission capability subfactor risk and classify each in accordance with AFFARS 5315.305(a)(3)(B). Provide the rationale for each risk and its rating, including quantitative estimates of the impact on cost, schedule, and performance. Describe the impact of each identified risk in terms of its potential to interfere with or prevent the successful accomplishment of other contract requirements (for example: SOW requirements), whether or not those requirements are identified as subfactors. Suggest a realistic "work-around" or risk mitigator for identified risks that will eliminate or reduce risk to an acceptable level. Identify and classify any new risks introduced by such risk mitigation.

#### **4.2.2 Volume Organization**

The Mission Capability volume shall be organized according to the following general outline:

Volume II

- Table of Contents
- List of Tables and Figures
- Glossary
- Subfactor One –Mission Accomplishment
- Subfactor Two – Engineering Development
- Subfactor Three – Program Management
- Subfactor Four – Transition / Phase-in

#### **4.2.3 Subfactor One – Mission Accomplishment**

This subfactor will evaluate the Offeror's ability to meet critical mission needs. The Offeror shall demonstrate understanding of the VO environment and their ability to tailor best practices to fit this environment. Situations will be presented describing hypothetical circumstances and the Offeror must address several problems relating to these situations through their approach.

In the response, the Offeror shall include the information requested, as well as an overall summary of risks as described in Paragraph 4.2.1.

##### **4.2.3.1 Mission Planning and Real-time Operations**

Demonstrate understanding of the skill mix required to conduct mission planning and real-time operations for nominal and launch and early orbit. Relate these skills to the available resources in the organizational chart, as described in paragraph 4.2.5.1. Reference any corporate processes, tools, or other resources proposed to aid in accomplishment of these tasks.

##### **4.2.3.2 24/7 Operations**

Demonstrate understanding of staffing levels required to conduct operations 24 hours per day/7 days a week for multiple one-of-a-kind satellite missions. Relate these positions to the available resources in the organizational chart.

##### **4.2.3.3 Proficiency Assurance**

Describe your process for reviewing operational errors, attributing causes, and assigning corrective actions. Describe what constitutes "certification" in terms of skills, knowledge, and task proficiency. Describe your methods for maintaining proficiency, in particular describe your initial certification, recurring certification, de-certification, and re-certification processes. Reference any corporate processes, tools, or other resources proposed to aid in accomplishment of these tasks.

##### **4.2.3.4 Operations Processes and Procedures**

Propose a process to establish new operations procedures, including identification of the need for a procedure. Discuss how new and modified procedures would be implemented. Propose a process to maintain all operations procedures. Reference any corporate processes, tools, or other resources proposed to aid in accomplishment of these tasks.

#### 4.2.3.5 Operations Concepts

##### **Readiness Situation, Part I**

On Jan 5, 2004, a new customer, Chandler System Program Office (SPO), comes to VO requesting flight ops support for ChandlerSat. ChandlerSat is the test flight of a reusable, unmanned space vehicle. It will be the primary payload on an expendable launch vehicle. Total duration of the mission is no more than 30 days. The primary objective of this flight is to demonstrate the re-entry and autonomous landing capability of the vehicle. The mission includes an on-orbit checkout period during which no more than four orbit-adjusting burns will be performed. Rendezvous and docking operations will not be performed on this mission; however, future flights will include these operations, as well as re-entry. The customer has decided that because of the nature of the mission, flight operations will be conducted at an Air Force facility, rather than at the spacecraft vendor's facility.

The proposed vehicle development schedule is shown in Table 4.2.3.5-1. (40-month development, with launch in Apr 07). Prior to System Requirements Review (SRR), the vehicle Telemetry, Tracking, and Commanding (TT&C) system has not been identified. The Ground Support Equipment (GSE) for system Integration and Test (I&T) has not been fully designed, but the spacecraft developer has a standard ground system suite that, for other satellites, has been used for both I&T and on-orbit operations. The contractor plans to modify this system to meet the specific needs of the ChandlerSat flight, as well as follow-on flights that will include rendezvous and docking.

While not specified as a requirement, there is a strong desire to have real-time telemetry during the on-orbit and re-entry maneuvers. The preliminary mission profile developed by the customer involves maneuvers that are not visible from AFSCN sites. Depending on cost, the customer is willing to fund necessary upgrades to the RSC infrastructure to meet specific mission goals.

The initial tasking from the customer is to develop a recommendation on how the RSC could support mission operations. STEC has been chosen to lead this effort to consider all options.

Table 4.2.3.5-1

<b>ChandlerSat S/V Development Schedule</b>	<b>Start</b>	<b>Finish</b>
Authority to Proceed	05-Jan-04	05-Jan-04
Project Kick-off	03-Feb-04	03-Feb-04
System Requirements Review	04-May-04	05-May-04
Preliminary Design Review	03-Aug-04	05-Aug-04
Critical Design Review	08-Feb-05	10-Feb-05
Spacecraft Integration Readiness Review	30-Dec-05	30-Dec-05
SV Integration	02-Jan-06	02-Jun-06
Payload Integration	05-Jun-06	30-Jun-06
Space Vehicle Debugging	03-Jul-06	28-Jul-06
SV Functional Test	31-Jul-06	25-Aug-06
Factory Compatibility Test (FCT)	28-Aug-06	01-Sep-06
SV Environmental Testing	04-Sep-06	31-Oct-06
Mission testing	01-Nov-06	01-Dec-06
Testing Reserve	04-Dec-06	29-Dec-06
Pre-Ship Review	01-Jan-07	02-Jan-07
Ship to Launch Site	05-Jan-07	05-Jan-07
Launch Base Compatibility Test (LBCT)	20-Feb-07	22-Feb-07
Initial Launch Capability (ILC)	01-Apr-07	01-Apr-07

Using the above information, address the following:

- Discuss options to satisfy goals for real-time telemetry during maneuvers and re-entry. Discuss options for providing on-orbit command and telemetry processing capability at the RSC.
- Describe your process for evaluating these options. Do not evaluate the options, but rather provide the evaluation criteria you would use. Include a description of the interactions with the government and other parties (e.g., other contractors, the customer) in this process.

DO NOT RECOMMEND A SOLUTION AS PART OF YOUR RESPONSE

#### **4.2.3.6 Readiness Activities**

##### **Readiness Situation, Part II**

One month before spacecraft Preliminary Design Review (PDR), the customer delivers a draft Ground Mission Requirement Document (GMRD). At that time, the integrated schedule at the RSC is as shown in Table 4.2.3.6-1. As shown in Table 4.2.3.6-1, there are four missions in active development, 'A'Sat, 'B'Sat, 'C1'Sat, and 'C2'Sat. 'C1'Sat and 'C2'Sat are two independent vehicles that will be launched on a single launch vehicle. Because both space vehicles will be operated from the RSC, there will be one joint rehearsal, and a joint dress rehearsal.

Note that the customer sets the Launch and Factory Compatibility dates, with concurrence by VO. VO sets the rehearsal dates (based on STEC's recommendations), with concurrence by the customer. Exercise dates are internal to VO (set solely by STEC) and do not require customer concurrence.

Table 4.2.3.6-1

<b>RSC Integrated Schedule</b>	<b>Start</b>	<b>Finish</b>
<b>Program A</b>	5-Jan-04	13-Dec-04
A-FCT	17-May-04	21-May-04
A-Rehearsal #1	28-Jun-04	2-Jul-04
A-Rehearsal #2	2-Aug-04	6-Aug-04
A-Rehearsal #3	27-Sep-04	1-Oct-04
A-LBCT	26-Oct-04	28-Oct-04
A-Dress Rehearsal	2-Nov-04	7-Nov-04
A-ILC	14-Nov-04	14-Nov-04
A-L&EO	14-Nov-04	13-Dec-04
<b>Program B</b>	5-Jan-04	29-Jul-05
B-FCT	6-Dec-04	10-Dec-04
B-Rehearsal #1	3-Jan-05	6-Jan-05
B-Rehearsal #2	7-Feb-05	14-Feb-05
B-Rehearsal #3	4-Apr-05	7-Apr-05
B-Rehearsal #4	9-May-05	12-May-05
LBCT	13-Jun-05	14-Jun-05
B-Dress Rehearsal	20-Jun-05	24-Jun-05
B-ILC	1-Jul-05	1-Jul-05
B-L&EO	1-Jul-05	29-Jul-05
<b>Program C</b>	5-Jan-04	18-May-06
C1 FCT	6-Jun-05	10-Jun-05
C1 LBCT	6-Mar-06	8-Mar-06
C1 Rehearsal #1	31-Oct-05	4-Nov-05
C1 Rehearsal #2	12-Dec-05	16-Dec-05
C1 Rehearsal #3	2-Feb-06	7-Feb-06
C2 FCT	19-Sep-05	23-Sep-05
C2 LBCT	13-Mar-06	14-Mar-06
C2 Rehearsal #1	19-Dec-05	22-Dec-05
C2 Rehearsal #2	8-Feb-06	10-Feb-06
Joint Rehearsal	30-Jan-06	1-Feb-06
Dress Rehearsal (joint)	20-Mar-06	24-Mar-06
ILC	1-Apr-06	1-Apr-06
C1 L&EO	1-Apr-06	1-May-06
C2 L&EO	1-Apr-06	18-May-06

Using the above information, and information from the Readiness Situation Part I, address the following:

- Explain your approach for planning the major readiness events for the ChandlerSat mission (e.g., rehearsals and compatibility tests). Describe the major objectives for each of these events. Describe any precursor activities (e.g., internal exercises, ground system testing, validation) that you would schedule to prepare for these events. Address the rationale for the number and scope of these events. Develop an integrated schedule using Table 4.2.3.6-1 as a baseline, accommodating the new events.
- Using the schedule developed above and the Space Vehicle (SV) development schedule in Table 4.2.3.5-1, identify products needed from Chandler SPO (e.g., documentation, training) and create a delivery schedule. Identify only those items needed for mission readiness as defined in SOW paragraph 6.2, not ground system development. Explain the interdependencies between readiness events and SPO products.

#### **4.2.3.7 Research and Development Projects**

##### **Research Situation**

Customer “Thrifty Nickel” operates a constellation of five satellites from their own SOC (ThriftSOC). They request research and development of an expert system to automatically analyze and react to an out of limit telemetry point and suggest a satellite command or commands to resolve the anomaly. The goal is to transition and integrate the resulting system into ThriftSOC. Given that VO already flies a TACO ThriftySAT:

Using the above information, address the following:

- Discuss the skill mix and resources you require to develop a solution.
- Explain your process for “proving the concept.”
  - Indicate what information you would require and where you would acquire the information.
  - Discuss processes for evaluating the technical feasibility of the project.
- Explain how you would implement and test a solution.
- Explain your process for transitioning the system to ThriftSOC.

DO NOT RECOMMEND A SOLUTION AS PART OF YOUR RESPONSE

#### **4.2.4 Subfactor Two – Engineering Development**

This subfactor will evaluate the Offeror’s ability to perform mission database and mission unique software (MUS) activities and support infrastructure development and modifications. The Offeror shall demonstrate an understanding of the VO environment and their ability to tailor best practices to fit this environment. A situation will be presented describing a hypothetical circumstance and the Offeror must address several problems relating to these situations through their approach.

In the response, the Offeror shall include the information requested, as well as an overall summary of risks as described in Paragraph 4.2.1.

##### **4.2.4.1 Development Languages, Applications, and Platforms**

Describe the minimum education and experience required for software development. In particular, describe abilities with regard to application development and experience with various platforms and operating systems.

##### **4.2.4.2 Software Requirements Definition**

###### **Engineering Situation, Part I**

TestSat#1’s Ground Specification Document (GSD) identifies a need to generate spacecraft commands. However, the customer, Test SPO, is having difficulty in defining these requirements and has not previously worked with the Det 12/VOF. The customer is specifying solutions and stating requirements that are neither verifiable nor attainable.

Using the above information, address the following:

- Describe your approach to resolving the issues identified above. Focus on the process for analyzing requirements and working with the customer to develop a ‘good’ requirements document. Describe your process for allocating functional requirements between operations and engineering as well as within engineering alone. Describe your process for analyzing and documenting software and interface requirements throughout the life of the program.

### **Engineering Situation, Part II**

Problems identified earlier with the TestSat#1 GSD have been resolved, however the command list provided by TestSPO is not in your preferred format. As a result of TestSat#1's design immaturity, not all of the command information is available in the timeframe you anticipated to meet your software development schedule.

Using the above information, and information from the Engineering Situation Part I, address the following:

- Address the implications of the discrepancy in command list formats and how you would proceed. Address your approach for dealing with missing information and how you would document and track changes to command information during the evolution of the program. Discuss the risks of your approach, and measures you would take to mitigate these risks.

### **4.2.4.3 Software Design and Development**

Using the information from the Engineering Situation, Parts I and II above, address the following:

- Describe your process in determining the Level of Effort (LOE) required to perform command software development for TestSat#1.

### **Engineering Situation, Part III**

Another mission, ReadySat, has already commenced commanding software development, which will be done concurrently with TestSat#1. ReadySat's FCT is two months prior to TestSat#1's FCT. All commanding software must be developed and operationally tested prior to FCT.

Using the above information, and information from the Engineering Situation, Parts I, and II, address the following:

- Describe how you would assign and manage engineering resources (personnel) for TestSat#1 and ReadySat command software development (reference your organization chart). Highlight the role of technical leadership in executing mission design and development, and ensuring that all software needed for FCT has been developed and tested. Describe the risks of your approach, and discuss measures you would take to mitigate these risks.

DO NOT RECOMMEND A SOLUTION AS PART OF YOUR RESPONSE

### **4.2.4.4 Test Plans & Procedures**

### **Engineering Situation, Part IV**

Test SPO has contracted with the satellite vendor for a series of satellite buses, with TestSat #1 being the first. Each TestSat will have a unique mission and experiment package, but the underlying spacecraft will be the same. Each of the future TestSats will be flown from the RSC.

Using the above information, and information from the Engineering Situation, Parts I, II, and III, address the following:

- Describe your approach for designing and testing command software to leverage off previous missions in an effort to reduce cost and development schedule.

DO NOT RECOMMEND A SOLUTION AS PART OF YOUR RESPONSE



#### **4.2.5 Subfactor Three – Program Management**

This subfactor will evaluate the Offeror's corporate management practices and processes as applied to the VO environment. The Offeror shall demonstrate an understanding of the VO environment and their ability to tailor best practices to fit this environment. A situation will be presented describing a hypothetical circumstance and the Offeror must address several problems relating to these situations through their approach.

In the response, the Offeror shall include the information requested, as well as an overall summary of risks as described in Paragraph 4.2.1.

##### **4.2.5.1 Organizational Structure & Processes**

Provide an organizational structure to encompass Core Operations, paragraph 5.5.1, and Customer Workload, paragraph 5.5.2.

Provide a chart to show how you will organize to accomplish the work. The explanation below refers to each block as a position, but each block may also refer to a group of positions or a specific function.

You must relate all the following information within each position on your chart:

Title of the position (or positions)

- Company (or Companies) providing this position (or positions). Identify any company that meets the Small Business criteria and specify which criteria they meet.
- List of SOW tasks primarily performed by the position
- A reference to a narrative explanation of the knowledge, skills, abilities, experience level, and recruitment strategy required for that position.
- Security clearance level required for the position.

Describe your management processes to ensure the available manpower is used most effectively, particularly with respect to cross training and sharing of resources between operating locations. Describe how the various team members will perform their tasks. Also explain how surges in workload will affect the labor profile.

Only provide resumes for personnel filling 'key positions' and those individuals requiring a current DoD TS/SSBI as outlined in the Sample Workload, paragraph 5.5, at the end of the transition period. Provide the resumes as an attachment to Volume II.

##### **4.2.5.2 Training Program**

Provide a training concept that outlines the proposed training for each identified position. Describe how that plan will be managed, implemented, tracked, and updated. Identify the personnel used to manage training, as well as their qualifications.

##### **4.2.5.3 Work Breakdown Structure**

The Offeror shall develop a Contract Work Breakdown Structure (CWBS) and dictionary, which reflects their view of the contract effort. The CWBS shall serve as the framework for organizing the STEC effort to include in-house, inter-divisional, subcontractor, and associate contractor activities. The reference document for developing the WBS and dictionary is MIL-HDBK-881. The CWBS shall be developed to a depth (level) and breadth sufficient to accurately describe the Offeror's understanding of the effort required as reflected in the SOW. Each element of the CWBS shall include a reference to the primary SOW paragraph or paragraphs. Only the top three levels will be placed on contract as the CWBS. Illustrate how the CWBS will be used to manage the work outlined in the Representative Customer Workload.

#### 4.2.5.4 Integrated Schedule

Illustrate how the resources, both skills needed and equipment required, will be allocated through the period 1 Oct 03 to 31 Dec 03 following the transition period. Illustrate how potential conflicts might be identified and how priorities might be established. Refer to attachment 7 for on-going projects and activities.

#### 4.2.5.5 Information Management

Referencing the Representative Customer Workload, paragraph 5.5.2, discuss your requirements for information management techniques/systems needed to facilitate control of resources and data.

#### 4.2.5.6 Small Business Participation

Referencing all situations presented above, describe the role of subcontractors, particularly their skills and contributions.

#### 4.2.5.7 Cost-Constrained and Volatile Schedule Environment

##### Dynamic Situation

Table 4.2.5.7-1 shows the new launch and FCT dates for the missions at the RSC as of 5 Jan 2005. The following changes have occurred since 5 Jan 2004:

- 'A' Sat has incurred a launch delay until Feb 15, 2005. The final readiness events for 'A' Sat -- Rehearsal #3, LBCT and Dress Rehearsal -- are also shown in Table 4.2.5.7-1.
- After a successful FCT in December 2004, 'B' Sat went into environmental testing. The payload experienced serious problems and had to be removed for rework. The launch of 'B' Sat has been delayed to Nov 17, 2005.
- 'C2' Sat has been cancelled. It was to share a launch vehicle with 'C1' Sat.
- 'C1' Sat is still on schedule. It was to go into storage prior to shipping to the launch site for an April 1, 2006 launch. However, there is now intense interest in 'C1' Sat, causing its launch date to be moved up. It will now launch alone, and its new ILC is Jan 17, 2006.
- ChandlerSat is also still on schedule to meet its 1 Apr 07 launch date.

Note that the customer sets the Launch and Factory Compatibility dates, with concurrence by VO. Compatibility tests require staffing for twelve hours per day. VO sets the rehearsal dates (based on STEC's recommendations), with concurrence by the customer. Rehearsals require full mission staffing 24 hours per day. Rehearsals also require STEC to provide rehearsal evaluators for evaluating STEC personnel and rehearsal engineers (one per shift) for presenting the rehearsal. Exercise dates are internal to VO (set solely by STEC) and do not require customer concurrence.

TABLE 4.2.5.7-1

RSC Integrated Schedule Changes	Start	Finish
'A' Sat	03-Jan-05	18-Mar-05
Rehearsal #3	10-Jan-05	14-Jan-05
LBCT	25-Jan-05	27-Jan-05
Dress Rehearsal	07-Feb-05	10-Feb-05
ILC	15-Feb-05	15-Feb-05
L&EO	15-Feb-05	16-Mar-05
'B' Sat	03-Jan-05	16-Dec-05
LBCT	17-Oct-05	18-Oct-05
ILC	17-Nov-05	17-Nov-05
L&EO	17-Nov-05	15-Dec-05
'C1' Sat	03-Jan-05	17-Feb-06
FCT	06-Jun-05	10-Jun-05

LBCT	19-Dec-05	21-Dec-05
ILC	17-Jan-06	17-Jan-06
L&EO	17-Jan-06	15-Feb-06
ChandlerSat	03-Jan-05	01-Jul-07
FCT	28-Aug-06	01-Sept-06
ILC	01-Apr -07	01-Apr -07

Using the above information, and information from the Readiness Situation, Parts I and II, address the following:

- Describe how you would accommodate these changes.
  - Determine a new integrated operations readiness schedule.
  - Describe the considerations you would have when making these adjustments. Specifically, address the adjustments in staffing across the entire operations workforce to meet the new launch dates.
  - Describe your method of maintaining an appropriate workforce from Jan 2005 through April 2007. Describe the required staffing levels over time for the various operations specialties.
- Discuss the risks, and the ways you would mitigate those risks. Discuss the cost impacts associated with your mitigation plans.

#### **4.2.6 Subfactor Four – Transition / Phase-in**

This subfactor will evaluate the Offeror's proposed approach for providing a smooth and efficient transfer of responsibility for on-going projects and activities (as described in attachment 7), during the designated phase-in period. The Offeror shall demonstrate an understanding of the VO environment and their ability to tailor best practices to fit this environment.

The Offeror shall identify major risks associated with the transition and describe strategies to mitigate these risks. Specifically address the risks associated with supporting ongoing missions at RSC and CERES during and immediately following the transition period.

##### **4.2.6.1 Transition Plan**

The Offeror shall describe their plan for transitioning ongoing projects and activities. Provide a schedule to transition all tasks within the allotted three-month transition period. In addition, establish incremental milestones and metrics that will be used to measure the progress of the transition.

The Offeror shall describe their approach for establishing working relationships with the Government and other contractors as well as transitioning processes.

##### **4.2.6.2 Manning Requirement**

The Offeror shall describe their staffing approach to support timelines and task accomplishment, including incremental staffing levels, skill mix, and expertise.

Ensure the security clearance requirements are met. Explain how you will provide personnel meeting the security clearance levels required within the transition period: all operations personnel will have a SECRET clearance; sufficient TS/SSBI cleared personnel to support the start of one new mission.

In order for the evaluation team to verify the Offeror's capability to provide the clearances required, also provide a name and phone number for the Special Security Office (SSO) of the prime contractor.

#### **4.2.6.3 Training and Certification of Personnel**

The Offeror shall describe their approach for training all personnel and certifying operations personnel. Describe how the approach minimizes any impact to the accomplishment of on-going missions.

#### **4.2.6.4 Software Development Schedules**

The Offeror shall describe their approach for accomplishing on-going and near-term software development efforts. In the Offeror's approach, describe implementation of engineering processes and assumption of lead software engineering responsibilities.

### **5.0 Volume III Cost/Price Volume**

#### **5.1 General Instructions**

##### **5.1.1 Cost/Price Reasonableness And Realism**

These instructions are to assist you in submitting information other than cost or pricing data that is required to evaluate the reasonableness, and realism of your proposed cost/price. Compliance with these instructions is mandatory and failure to comply may result in rejection of your proposal. Note that unrealistically low or high proposed costs or prices, initially or subsequently, may be grounds for eliminating a proposal from competition either on the basis that the Offeror does not understand the requirement or has made an unrealistic proposal. Offers should be sufficiently detailed to demonstrate their cost reasonableness and realism. The burden of proof for cost credibility of proposed costs/prices rests with the Offeror.

##### **5.1.2 Estimating Techniques and Methods**

When responding to the Cost/Price Volume requirements in the solicitation, the Offeror and associated subcontractors may use any generally accepted estimating technique, including contemporary estimating methods (such as Cost-to-Cost and Cost-to-Non-Cost Estimating Relationships (CERs), commercially available parametric cost models, in-house developed parametric cost models, etc.) to develop their estimates. If necessary, reasonable and supportable allocation techniques may be used to spread hours and/or cost to lower levels of the work breakdown structure (WBS).

##### **5.1.3 Required/Non-Required Data**

All information relating to the proposed price, including all required supporting documentation must be included in the section of the proposal designated as the Cost/Price volume. Data beyond that required by this instruction shall not be submitted, unless you consider it essential to document or support your cost/price position. **Under no circumstances shall this information and documentation be included elsewhere in the proposal.**

##### **5.1.4 Cost or Pricing Information Requirements**

In accordance with FAR 15.403-1(b) and 15.403-3(a), information other than cost or pricing data may be required to support price reasonableness or cost realism. Information shall be provided in accordance with the tailored formats specified hereunder. Use of contractor formats is encouraged providing that all the required information is made available. This information is not considered cost or pricing data and thus certification is not required in accordance with FAR 15.406-2. Information submitted shall be prepared following the instruction in FAR 15.403-5. If after receipt of proposals the PCO determines that there is insufficient information available to determine price reasonableness and none of the exceptions at FAR 15.403-1 apply, the Offeror shall be required to submit cost or pricing data.

#### 5.1.5 Rounding

All dollar amounts provided shall be rounded to the nearest dollar. All labor rates shall be rounded to the nearest penny.

### 5.2 Volume Organization

The cost/price volume shall consist of the following sections:

SECTION 1 - Table of Contents, summary descriptions of estimating, purchasing, and accounting systems, changes to estimating, accounting practices or CAS Disclosure Statement.

SECTION 2 - Cost or pricing information and supporting data, to include estimating methodology.

SECTION 3 - Other applicable information, such as GFP/GFE, base support, long lead costs, termination costs, development/production schedule, inflation rate summary and explanation, life cycle cost, and special tooling/test equipment. List each exception to the ground rules and assumptions provided in the RFP and each qualification of the cost/price volume, if any, and provide complete rationale.

### 5.3 Estimating Methodology

#### 5.3.1 Basis of Estimate for Blended Rate (Composite) Labor CLINS

Provide a detailed breakout showing how the proposed wrap-rate for Core Operations, paragraph 5.5.1, and Representative Customer Workload, paragraph 5.5.2, was developed. A wrap-rate is a fully burdened rate (based on labor hours) including all direct and indirect costs. Support detail must include the labor skill mix, hourly labor rates, and indirect cost rates used in the calculation. Offerors shall use a wrap rate for Core Operations and a separate wrap rate for Representative Customer Workload.

#### 5.3.2 Basis of Estimate for the Transition CLIN

Determine transition costs using the proposed wrap-rate for Core Operations, paragraph 5.5.1, and Representative Customer Workload, paragraph 5.5.2. Provide 11,000 hours using the Core Operations rate and 16,000 hours using the Representative Customer Workload rate, for a total of 27,000 hours. Det 12/VO will provide the sole funding for transition using 3400 funds.

#### 5.3.3 Estimating System

Provide a summary description of your standard estimating system or methods. The summary description shall cover separately each major cost element (e.g., Direct Material, Engineering Labor, Manufacturing Labor, Indirect Costs, Other Direct Costs, Overhead, G&A, etc.). Also, identify any deviations from your standard estimating procedures in preparing this proposal volume. Indicate whether you have Government approval of your system and if so, provide evidence of such approval.

#### 5.3.4 Purchasing System

Provide a summary description of your purchasing system or methods (e.g., how material requirements are determined, how sources are selected, when firm quotes are obtained, what provision is made to ensure quantity and how other discounts are obtained). Also, identify any deviations from your standard procedures in preparing this proposal. Indicate whether you have Government approval of your system and

if so, provide evidence of such approval.

#### 5.3.5 Accounting System

Indicate whether you have Government approval of your accounting system and if so, provide evidence of such approval. Also, identify any deviations from your standard procedures in preparing this proposal.

#### 5.3.6 Management Reduction

If estimated costs required to perform the proposed effort have been decreased due to a management decision, provide a summary of the reduction by major cost element. Also provide complete rationale for the reduction. If the management reduction does not impact the estimated cost to perform the proposed effort, provide a description of the contractual mechanism proposed to make the management reduction contractually binding. NOTE: The Air Force does not encourage or require an Offeror to supplement DoD appropriations by bearing a portion of defense contract costs, whether through use of their IR&D funds or profit dollars.

### 5.4 Other Information

#### 5.4.1 Commonality With Other Programs

Any cost reductions made in your proposal that are attributed to commonality with other programs, company-funded efforts, or capitalization of equipment must be supported with the following:

- |                            |   |
|----------------------------|---|
| (1) Commonality            | - Identify the specific program(s) and why it is applicable.<br>- Address the cost allowability and allocability of this action per FAR and your CAS disclosure statement.  |
| (2) Company Funded Efforts | - Identify the specific efforts, the planned start and end dates, the applicability to the current solicitation, the source of company funding and how you plan to account for or allocate these costs in accordance with generally accepted accounting principles, and your CAS Disclosure Statement, if applicable. |
| (3) Capital Equipment      | - Identify the specific item(s) capitalized and what other applications exist for the equipment, provide corporate approvals for each action, address the cost allowability and allocability of the action per the FAR and your CAS disclosure statement.   |

#### 5.4.2 Funding Profile

Submit then-year-funding requirements by source of funds, by Government fiscal year. The Core Operations has a single funding source, 3400. The Representative Customer Workload has multiple funding sources, typically 3600.

#### 5.4.3 Cost Summary by Cost Elements

Provide a cost summary, in then-year dollars, by major cost elements, by Core labor and ODCs, by Representative Customer Workload labor and ODCs, and by Government Fiscal Year (FY03 through FY08) using the format shown below. Note that the Core Operations and Representative Customer Workload ODC amounts are non-fee bearing.

<b>COST ELEMENT</b>	<b>Core Labor</b>	<b>Core ODCs</b>	<b>Customer Labor</b>	<b>Customer ODCs</b>	<b>TOTAL</b>
<b>Prime Hours</b>					
<b>Inter-Divisional hours</b>					
<b>Subcontractor hours</b>					
<b>Total Hours</b>					
<b>Direct Labor</b>					
<b>Overhead</b>					
<b>Material</b>					
<b>Subcontracts</b>					
<b>Inter-Divisional</b>					
<b>Other Direct Costs</b>					
<b>Subtotal</b>					
<b>G&amp;A</b>					
<b>Estimated Cost</b>					
<b>Facility Capital Cost of Money</b>					
<b>Award Fee</b>					
<b>New Mexico Gross Receipts Tax (NMGR)</b>					
<b>Total Cost Plus Award Fee</b>					

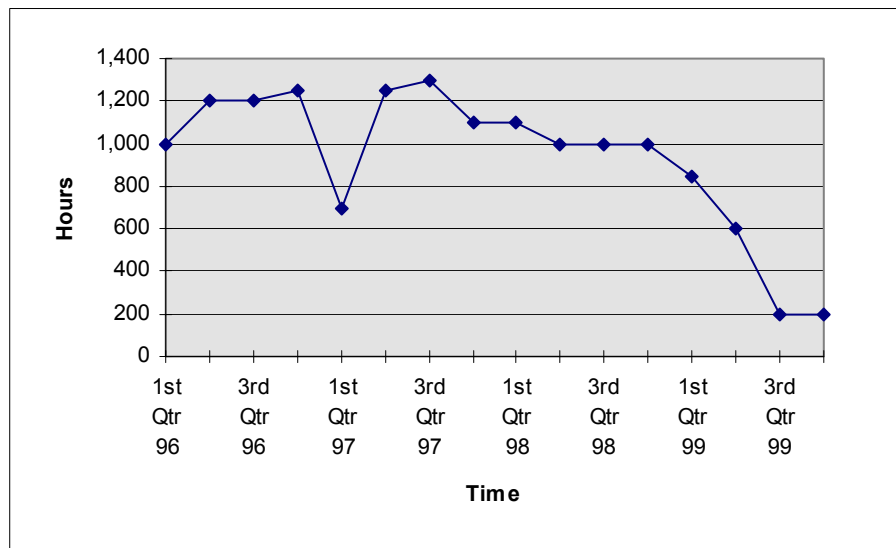
#### 5.4.4 Person Loading Schedule and Basis of Estimate Sheets

Submit a person-loading schedule that is a summary of the total proposed hourly requirements by third level WBS, and by Core Operations and Representative Customer Workload. These hourly requirements are to include (but separately identify) subcontractor(s) and inter-divisional transfer(s) hours. All hours shown in this attachment must agree with those reflected in the cost summary in paragraph 5.4.3 above. Also include the basis of estimate sheets supporting the proposed hours, material, and other direct costs (ODC) in this attachment. Following the suggested person loading format is a sample basis of estimate format, however, Offeror formats will be considered acceptable provided all requested data is provided.

WBS NO	DESCRIPTION	FY03	FY04	FY05	etc.	TOTAL HRS
311000	Program Management					
	Prime					
	Sub 1					
	Sub 2					
	Interdivisional					
311000	WBS Total					
312000	Financial Management					
	Prime					
	Sub 1					
	Sub 2					
	Interdivisional					
312000	WBS Total					
etc	etc					
TOTALS						

Sample Basis of Estimate Format:

#### WBS: 15000 Systems Engineering



**Summary Estimating Rationale:** (Describe in general terms how the hour estimate for Systems Engineering was developed. Type of data used to develop the estimate i.e. historical experience from xyz program, why that program was relevant, engineering judgment cost estimating relationships, etc.)

#### WBS: Systems Engineering Labor Skill Mix

Skill Mix	Hours
Senior Engineer	2,000
Lead Engineer	4,050



<b>Engineer</b>		<b>7,950</b>
<b>Technician</b>		<b>950</b>
<b>Etc</b>		
<b>Total Hours</b>		<b>14,950</b>

**Summary Estimating Rationale:** (Describe in general terms how the skill mix estimate for Systems Engineering was developed. Type of data used to develop the estimate i.e...historical experience from xyz program, why that program was relevant, engineering judgment, etc.)

#### 5.4.5 Schedule of Hours by Labor Skill Mix

Submit a schedule showing total proposed hours summarized by labor skill mix, and by Core Operations and Representative Customer Workload. This schedule is to include (but separately identify) subcontractor(s) and inter-divisional transfer(s) hours. In addition, provide labor classification statements for each category of labor proposed (prime, subcontracts, and inter-divisional) describing position qualifications (education, years of experience, etc). (See below for suggested format). Also include rationale supporting the proposed labor skill mix.

LABOR CATEGORY	PRIME HRS	SUB 1 HRS	SUB 2 HRS	IDT HRS	TOTAL HRS
(all categories of labor)					
LC-1 Program Manager					
LC-2 Program Engineer					
LC-3 Project Engineer					
LC-4 Senior Engineer					
LC-5 Engineer					
LC-6 Technical Support					
Etc.					
<b>GRAND TOTALS</b>					

#### 5.4.6 Probable Subcontractors

Submit a listing of the proposed probable subcontractors and inter-divisional transfers showing (a) the supplier, (b) description of effort, (c) type of contract, (d) price and hours proposed by each, (e) price and hours included in prime's proposal to the government, and (f) by Core Operations and Representative Customer Workload. (See below for suggested format).

SUPPLIER	DESCRIPTION OF EFFORT	TYPE CONT- RACT	SUBS HRS	SUBS PRICE	PROP HRS	PROP PRICE
<b>TOTALS</b>						

#### 5.4.7 Major Material Items

Submit a listing of each major material item with an extended value exceeding \$10,000 showing nomenclature, part number, quantity required, unit price and extended price. (See below for suggested format).

Nomenclature	Part Number	Qty Req'd	Unit Price	Total Price
TOTALS				

#### 5.4.8 Schedule of Rates

Submit a schedule showing proposed direct and indirect rates by year and by Core Operations and Representative Customer Workload. This schedule is to include (but separately identify) prime contractor, subcontractor(s) and inter-divisional transfer(s) rates. NOTE: if subcontractors or inter-divisional rates are not available to the prime contractor, have the companies send them directly to the PCO and reference this RFP number. (See format below).

RATE DESCRIPTIONS	PRIME 19XX	PRIME 19XX	SUB 1 19XX	SUB 1 19XX	IDT 19XX
(all categories of labor such as:)					
LC-1 Program Manager					
LC-2 Program Engineer					
LC-3 Project Engineer					
LC-4 Senior Engineer					
LC-5 Engineer					
LC-6 Technical Support					
Etc.					
(all indirect rates and profit/fee)					
Labor Overhead					
Material Overhead					
G & A					
Facilities Capital Cost of Money					
Profit/Fee					
NMGRT					
Etc.					

#### 5.4.9 Submission of cost models

**The Offeror is requested to submit an electronically encoded cost/price model in support of their proposed price. Any cost/price model submitted must be consistent with your approved estimating system and must duplicate the logic and mathematical formula reflected in the paper copy of your proposal. Cost/price models submitted should normally comply with the following format requirements: Data file should be submitted on CD-ROM in .XLS file format, consistent with paragraph 2.5.**

#### 5.5 Sample Workload

##### 5.5.1 Scenario A: Core Operations

**Provide minimum operational capability by providing adequate program management oversight, maintaining crew proficiency, and preserving new mission readiness expertise. The ODC CLIN for Core will include a baseline of \$125K. Provide 70,000 hours each year for the following:**

- Two on-orbit Test And Checkout Only (TACO) satellites in two different types of orbit (GEO, Semi-Sync, or LEO) must be operated
- AFSCN, SGLS Operations
- No simultaneous contacts are required
- 95% contact success must be achieved
  - Excluding AFSCN related failures
  - No more than 0.1% of all contacts fail due to personnel error
- New mission readiness expertise must be maintained to support the start of two new missions
- Existing system architecture and MUS/MUE will be sustained
- For security clearance
  - All operations personnel will have a SECRET clearance
  - Sufficient TS/SSBI cleared personnel to support the start of one new mission
- The ODC CLIN for Core will include a baseline of \$125K

- For the RSC
  - 24 hours, 7 days per week operations
  - Two Operational Strings and one Development String will be available
- For the CERES
  - One 8-hour operations shift, 5 days per week
  - Two Operational Strings and One Development String will be available

#### 5.5.2 Scenario B: Representative Customer Workload

Provide service to VO customers as required. These services may include any or all of the tasks outlined in the SOW. Provide the following using the skill mix and proportion of hours obtained in Scenario C, parts I, II, and III:

Contract Award (FY04):	170,000 hours
Option 1 (FY05):	195,000 hours
Option 2 (FY06):	220,000 hours
Option 3 (FY07):	245,000 hours
Option 4 (FY08):	270,000 hours

#### 5.5.3 Scenario C: Sample Task

Using the Ground Mission Requirements Document (GMRD), attachment 6, provide a Work Authorization Proposal package in accordance with CDRL item A003 addressing each of these major Statement of Work (SOW) sections:

Part I: Mission Readiness (Customer Workload, SOW paragraph 6.2)  
Part II: Operations Support (Customer Workload, SOW paragraph 7.2)  
Part III: Engineering Development (Customer Workload, SOW paragraph 8.2); plan on 9000 labor hours for this part

## 6.0 Volume IV - Contract Documentation

Each Offeror must submit an offer consisting of the following items:

- 1) Standard Form 33, with blocks 12 through 18 completed by the Offeror;
- 2) RFP Sections B-J, the schedule of items and prices, with appropriate fill-ins completed by the Offeror
- 3) RFP Section K, certifications, representations, and other statements completed by the Offeror; and
- 4) Subcontracting Plan (Offeror format is acceptable)

### ***6.1 Exceptions to Terms and Conditions***

Exceptions taken to terms and conditions of the model contract, to any of its formal attachments, or to other parts of the solicitation shall be identified. Each exception shall be specifically related to each paragraph and/or specific part of the solicitation to which the exception is taken. Provide rationale in support of the exception and fully explain its impact, if any, on the performance, schedule, cost, and specific requirements of the solicitation. Failure to comply with the terms and conditions of the solicitation may result in the Offeror being removed from consideration for award.

## 6.2 Government Offices

Provide the mailing address, telephone and fax numbers and facility codes for the cognizant Administrative Contracting Officer (ACO), DCAA, and Government Paying Office.

## 7.0 Volume V – Relevant Past And Present Performance

### **7.1 General**

Past and present performance information is required for separate divisions or operating locations of the Offeror, all subcontractors, teaming partners, and/or joint venture partners proposed to perform aspects of the effort the Offeror considers critical to overall successful performance.

The information provided to the Performance Risk Assessment Group (PRAG) in Volume V and responses to the Performance Questionnaire are only two means used by the PRAG to obtain relevant past and present performance information. The government reserves the right to obtain information from other sources (e.g., CPARS) to assess Offeror's past and present performance. Problems not mentioned by the Offeror, but found by the PRAG during the course of assessing relevant past performance, may be addressed by the PRAG.

Each Offeror with relevant performance information must send a Performance Questionnaire (Attachment 1 of Section L) to at least two of the following points of contact for each contract described in the Past Performance Volume. Preferred points of contact are, in order of descending preference: program manager, PCO, technical or engineering lead, ACO. The points of contact shall return completed questionnaires to the PCO, identified below.

**Ms Maria Chavez-Mann, SMC Det 12/PKV**  
**Bldg. 413, Rm 230**  
**3548 Aberdeen Ave SE**  
**Kirtland AFB NM 87117-5778**  
**Phone: (505) 846-6878**  
**Fax: (505) 846-6260**

Past performance information concerning subcontractors and/or teaming partners cannot be disclosed to a private party without the subcontractor's or teaming partner's consent. Because a prime contractor is a private party, the Government will need that consent before disclosing subcontractor/teaming partner past performance information to the prime during exchanges. In an effort to assist the PRAG in assessing the past performance relevancy and confidence, the Government requests that a consent form (Attachment 3 of Section L) be completed by each major subcontractor and teaming partner identified in your proposal. The completed consent forms should be submitted as part of your Past Performance Volume, Section 1 (not subject to page count limitation).

A separate copy of the client authorization letter(s) (Attachment 4 of Section L) sent to each commercial POC, shall be included in Volume V (not subject to page count limitation) for the PRAG's use in case additional questionnaires need to be sent after submission of this volume. Copies of all remaining client authorization letter(s) shall be submitted within one week of proposal submission.

## **7.2 Early Proposal Information**

Each Offeror is requested to submit the Past Performance Volume two (2) weeks prior to the date set for receipt of proposals. Failure to submit early proposal information will not result in Offeror disqualification.

## **7.3 Relevant Contracts**

Submit Past Performance Information on a minimum of 3 (goal), maximum of 10 recent contracts that the Offeror considers most relevant in demonstrating their ability to perform the proposed effort. Also include information on a minimum of 3 (goal), maximum of 10 recent contracts performed by each of the Offeror's teaming partners and significant subcontractors that the Offeror considers most relevant in demonstrating their ability to perform the proposed effort. Include rationale supporting the assertion of relevance. For a description of the characteristics or aspects the Government will consider in determining relevance, see Section M – Evaluation Factors, paragraph M002 d Factor 1 – Past Performance Factor.

Note that the Government generally will not consider performance on a newly awarded contract without a performance history or on an effort that concluded more than 5 years prior to this source selection. Programs with less than a year of performance will be considered relevant for Program Management (Subfactor 3) and Transition/Phase-In (Subfactor 4). If no relevant past or present performance information exists, do not submit a Volume V. Instead, explain in the proposal transmittal letter that no relevant past or present performance exists. We will treat an Offeror's lack of past performance as an **unknown** performance risk, having no positive or negative evaluative significance.

The PRAG will assess an Offeror's relevant performance in the following areas: Subfactor 1: Mission Accomplishment, Subfactor 2: Engineering Development, Subfactor 3: Program Management, Subfactor 4: Transition / Phase-in. The PRAG will look for demonstrated performance as it relates to Mission Capability sub-factors, wherever possible. Details relating to how the PRAG will conduct its assessment are contained in Section M.

For the purpose of this solicitation, relevant past or present performance may be a part of any Federal, State, and local Government or their agencies' contract, or a commercial contract or subcontract having a performance period completion not earlier than five (5) years from the RFP release date.

## **7.4 Proposal Content**

Offerors are required to explain what aspects of the contracts are deemed relevant to the proposed effort, and to what aspects of the proposed effort they relate. This may include a discussion of efforts accomplished by the Offeror to resolve problems encountered on prior contracts as well as past efforts to identify and manage program risk. The Offeror is required to clearly demonstrate management actions employed in overcoming problems and the effects of those actions, in terms of improvements achieved or problems rectified. For example, submittal of quality performance indicators or other management indicators that clearly support that an Offeror has overcome past problems is required. Categorize the relevance information into the specific Mission Capability sub-factors used to evaluate the proposal. Limit this portion to 3 pages per contract or subcontract using the formatting instructions for the Offeror's proposal. Keep the page count for Past Performance Volume V Section 1 to 15 pages or less, excluding the Contract Data Matrix and attachments,

and Sections 2 and 3 to a total of 60 pages or less. Organize relevant past/present performance information in the following manner:

#### 7.4.1 Past/Present Performance Volume Organization

##### Section 1 – Volume Introduction

- a. Introduction
- b. Organizational Structure and Responsibilities
- c. Organizational Structure Change History
- d. Contract Data Matrix (contract number, current and previous CAGE codes, PCO address, etc)
- e. Questionnaire Status (matrix) (Attachment 5 of Section L)
- f. Other Relevant Contracts
- g. Consent/Authorization Forms (Attachment 3/4 of Section L)

##### Section 2 – Prime contractor narratives

- a. Description of work
- b. Relevancy Matrix
- c. Contract Performance
- d. Lessons Learned/Best Practices

##### Section 3 – Subcontractor narratives

- a. Description of work
- b. Relevancy Matrix
- c. Contract Performance
- d. Lessons Learned/Best Practices

#### 7.4.2 Specific Volume Content.

##### Section 1 – Volume Introduction

- a. **Introduction.** Provide a brief introduction to the volume and overview its organization.
- b. **Organization Structure and Responsibilities.** Describe the organizational structure for separate divisions or operating locations of the Offeror, all subcontractors, teaming partners, and/or joint venture partners proposed to perform aspects of the effort the Offeror considers critical to overall successful performance. Summarize the responsibilities of each organizational member. Provide an estimate of the total dollar value each participant will expend.
- c. **Organizational Structure Change History.** Many companies have acquired, been acquired by, or otherwise merged with other companies, and/or reorganized their divisions, business groups, subsidiary companies, etc. In many cases, these changes have taken place during the time of performance of relevant present or past efforts or between conclusion of recent past efforts and this source selection. As a result, it is sometimes difficult to determine what past performance is relevant to this acquisition. To facilitate this relevancy determination, provide a "roadmap" describing all such changes, including all current and previous CAGE & DUNS codes, in the organization of the company, team partners and major subcontractors. As part of this explanation, show how these changes impact the performance of any efforts the Offeror identifies for past performance evaluation/performance confidence assessment. Since the Government intends to consider present and past performance information provided by other sources as well as that provided by the Offeror(s), the "roadmap" should be both specifically applicable to the efforts the Offeror identifies and general enough to apply to efforts on which the Government receives information from other sources.
- d. **Contract Data Matrix.** Provide the following data in matrix/table form.

1. Contractor name, location of performing organization, including all current and previous CAGE codes and DUNS numbers.
2. Name, address, telephone, fax numbers and initial tracking status for:
  - a. Procuring Contracting Officers, Contract Administrators, or Administrative Contracting Officers;
  - b. Program, Project, or Subcontract Managers;
  - c. Technical Representatives;
  - d. Other Cognizant Authorities (e.g., previous program managers, PCOs, technical leads).
3. Contract or subcontract name, number, type, and award date.
4. Awarded cost/price and final (or projected) cost/price. For subcontracts, this represents subcontracted dollars vice total program value.
5. Original delivery schedule and final (or projected) delivery schedule.
6. Percentage of fee for each major period during the last 5 years for Fee or Incentive type awards, together with rating and rationale.
- e. **Questionnaire Status.** Provide status of Past Performance Questionnaires by inserting data into Attachment 5 of Section L and discuss any problems.
- f. **Other Relevant Contracts.** Provide a list or table of other relevant contracts for prime and subcontractors. This table shall include the contract data defined above in Section 1.d for all relevant contracts beyond those described in Sections 2 and 3 for which the prime or subcontractors are performing or have performed work in the past 5 years. The Government may obtain and use performance information on any or none of these programs.
- g. **Consent/Authorization Forms.** Insert consent forms and client authorization forms on all subcontractors and/or teaming partners

#### Section 2 – Relevant Past/Present Performance (Prime Offeror)

This section contains relevant past/present performance pertaining to the Prime Offeror:

- a. **Description of Work.** Provide a brief narrative for each contract or subcontract listed. Explain the nature of the work involved and the extent the work involved was/is similar to the STEC 2004 effort in terms of type of effort (concept development, mission readiness, operations support, and engineering development), contract scope, schedule and risk.
- b. **Relevancy Matrix.** Complete a matrix for each contract or subcontract as shown in the example below. The left-hand column of the matrix contains rows for each of the critical Mission Capability sub-factors. The middle column rates the degree of relevance (Low, Medium, or High) that the Offeror feels the contract or subcontract has to the Mission Capability for this solicitation. Use the relevancy criteria described in Section M, paragraph M002 d Factor 1 to do this rating. Leave the rating blank for any sub-factors that have no relevance. The right-hand column summarizes in two or three bullets the rationale for the relevancy rating. Text narrative in this section can be used to amplify the entries in the matrix.

#### Relevancy Matrix

(format)

Mission Capability Sub-factor	Rating	Rationale for Rating
Sub-factor 1A: Mission Accomplishment (Concept Development)	<i>L</i>	- (2 or 3 bullets substantiating rating)
Sub-factor 1B: Mission Accomplishment (Mission Readiness & Operations Support)	<i>L</i>	- (2 or 3 bullets substantiating rating)
Sub-factor 2: Engineering Development	<i>H</i>	- (2 or 3 bullets substantiating rating)



Sub-factor 3: Program Management	<b>M</b>	- (2 or 3 bullets substantiating rating)
Sub-factor 4: Transition / Phase-in	<b>L</b>	- (2 or 3 bullets substantiating rating)

- c. **Contract Performance.** Describe contract performance in terms of the items listed in the Past Performance Questionnaire (Attachment 1 of Section L). If the contract in question includes an Award Fee provision, provide award fee data for the entire period of performance. For any work that did not meet original cost, schedule, or technical performance and requirements, explain the reason(s) for the disparity and any corrective actions taken to avoid recurrence. Provide rationale as to why the price or delivery at the end varied from the beginning.
- d. **Lessons Learned/Best Practices.** Describe any significant problems encountered on the subject contract, root cause of the problem, corrective action instituted, objective evidence that the corrective action worked, and preventive actions to be instituted on STEC 2004 to preclude the occurrence of similar problems. If applicable, describe any unique or innovative approaches (Best Practices) used on this contract that proved to be effective.

#### Section 3 – Relevant Past/Present Performance (Subcontractors)

This section contains the same information on subcontractors as listed above for Section 2.

##### 7.4.3 Past/Present Performance Questionnaire Responsibilities

The Prime Offeror shall send out Performance Questionnaires (Attachment 1 of Section L) to all POCs identified in paragraph 7.1 above. The Offeror shall send a standard transmittal letter (Attachment 2 of Section L) to request that all POCs complete an unclassified Performance Questionnaire and to submit (mail or fax) the questionnaire within five (5) working days.

The Offeror shall track the completion of Performance Questionnaires and document all exchanges and follow-ups with each of the POCs identified in the Summary Information. Initial Performance Questionnaire tracking status will be provided with the Past Performance Volume V (see Attachment 5 of Section L). The Offeror shall exert its best efforts to ensure that at least two POCs per contract or subcontract submit completed performance questionnaires by the time of proposal submission. A final tracking record shall be submitted on proposal due date in electronic format as well as printed form. The PRAG may conduct follow-up discussions with any of the POCs and reserves the right to send out additional questionnaires.

**Performance Questionnaire (Attachment 1)**

**Background Information (for person filling out the survey):**

<b>Name:</b>	<b>Rank and Service, if Military:</b>
<b>Title:</b>	<b>Organization:</b>
<b>Phone (commercial, not DSN):</b>	<b>FAX:</b>
<b>E-Mail Address:</b>	<b>Dates of Involvement</b> <b>From:</b> <b>To:</b>
<b>Mailing Address:</b>	

**Contract Information (for the contract involved):**

<b>Company Being Rated:</b>		<b>Contract Number:</b>	
<b>Division, if any:</b>		<b>Total Contract Value: \$</b>	
<b>Brief Description of Work:</b>		<b>Complete</b> <input type="checkbox"/>	<b>Ongoing</b> <input type="checkbox"/>
<b>Award date:</b>	<b>End Item Description(s)</b> (In addition to describing end item deliverable, please indicate any significant products/service delivered in the past five years):		
<b>Any Major Milestones</b> (Ex: Developmental, Acceptance, Integration, Operational, Flight Tests - list only those which have occurred in the past 5 years):			
<b>Cost:</b>	<b>Below Estimate</b> <input type="checkbox"/>	<b>On Target</b> <input type="checkbox"/>	<b>Above Estimate</b> <input type="checkbox"/>
	<b>by %</b>	<b>Schedule:</b>	<b>Behind</b> <input type="checkbox"/>
			<b>On</b> <input type="checkbox"/>
			<b>Ahead</b> <input type="checkbox"/>
			<b>by months</b>
<b>Signature (Print Name and Sign):</b>			<b>Date:</b>

Based on your knowledge of the contract identified above, please provide your assessment of how well the contractor performed on each of the following topics. Only performance in the past 5 years is relevant.  
**(Please check the appropriate rating and comment on all responses other than those rated Satisfactory or N/A)**

**Performance Rating Definitions:**

<b>Exceptional (1)</b>	<b>Very Good (2)</b>	<b>Satisfactory (3)</b>	<b>Marginal (4)</b>	<b>Unsatisfactory (5)</b>	<b>N/A</b>
Indicates performance clearly exceeded requirements. Area of evaluation contains few minor problems for which corrective action appears highly effective	Indicates performance exceeded some requirements. Area of evaluation contains few minor problems for which corrective action appears effective	Indicates performance clearly meets contractual requirements. The area of evaluation contains some minor problems for which the corrective actions appear satisfactory	Indicates performance meets contractual requirements. The area of evaluation contains a serious problem for which corrective actions have not yet been identified, appear only marginally effective, or have not been fully implemented	Indicates the contractor is in danger of not being able to satisfy contractual requirements and recovery is not likely in a timely manner. The area of evaluation contains serious problems for which the corrective actions appear ineffective	Neutral or Unknown

**Sub-factor 1A: Concept Development**

For contracts that support the development of Operations and Employment Concepts for space missions.

#	PAST PERFORMANCE ELEMENT	PERFORMANCE RATING						COMMENTS
1	Contractor effectively identified and analyzed conceptual problems and provided adequate and timely corrective actions.	1	2	3	4	5	NA	
2	Contractor consistently provided viable alternative concepts to new requirements within the time specified by the customer.	1	2	3	4	5	NA	
3	Contractor refines concepts to ensure customer needs are met.	1	2	3	4	5	NA	
4	Contractor demonstrated effective response to problems and changes in concepts.	1	2	3	4	5	NA	

**Sub-factor 1B: Mission Readiness & Operations Support**

For contracts that a) support mission readiness activities in preparation for launch and operations of new satellites; and/or b) plan, support, and conduct operations for orbital space systems.

#	PAST PERFORMANCE ELEMENT	PERFORMANCE RATING						COMMENTS
5	Contractor effectively identified and analyzed operations problems and provided adequate and timely corrective actions.	1	2	3	4	5	NA	
6	Contractor consistently provided viable mission alternatives to new requirements within the time specified by the customer.	1	2	3	4	5	NA	
7	Contractor refines mission requirements to ensure customer needs are met.	1	2	3	4	5	NA	
8	Contractor demonstrated effective response to problems and changes to mission requirements.	1	2	3	4	5	NA	

**Sub-factor 2: Engineering Development**

For contracts that perform mission database and Mission Unique Software (MUS) development and sustainment activities.

#	PAST PERFORMANCE ELEMENT	PERFORMANCE RATING						COMMENTS
9	Contractor used established, efficient technical processes.	1	2	3	4	5	NA	
10	Contractor's technical processes were responsive to changes in the mission.	1	2	3	4	5	NA	
11	Contractor consistently provided viable engineering alternatives to new requirements within the time specified by the customer.	1	2	3	4	5	NA	
12	Contractor refines engineering requirements to ensure customer needs are met.	1	2	3	4	5	NA	
13	Contractor demonstrated effective response to problems and changes in engineering requirements.	1	2	3	4	5	NA	

**Sub-factor 3: Program Management**

For all contracts.

#	PAST PERFORMANCE ELEMENT	PERFORMANCE RATING						COMMENTS
14	Contractor used established, efficient business processes.	1	2	3	4	5	NA	
15	Contractor's business processes were responsive to changes in the mission.	1	2	3	4	5	NA	
16	Contractor used an integrated management approach successfully in performance of the contract (i.e. tied cost, schedule, and technical performance together).	1	2	3	4	5	NA	
17	Contractor proactively informed the customer of activities status and potential concerns.	1	2	3	4	5	NA	

**Sub-factor 3 (Continued): Program Management**

For all contracts.

#	PAST PERFORMANCE ELEMENT	PERFORMANCE RATING						COMMENTS
18	Contractor was able to apply proper resources (e.g. staffing, skill mix, tools, etc.) to resolve problems in a timely manner.	1	2	3	4	5	NA	
19	Contractor provided adequate documentation and training.	1	2	3	4	5	NA	
20	Contractor chose a subcontractor(s) who added value to the program.	1	2	3	4	5	NA	
21	Contractor maintained effective communication with and management of subcontractors.	1	2	3	4	5	NA	
22	Contractor effectively integrated their subcontractor(s) into the program.	1	2	3	4	5	NA	
23	Contractor provided timely and credible estimates of material and labor costs for all assigned tasks.	1	2	3	4	5	NA	
24	Contractor identified possible overruns/under-runs early enough that steps could be taken to reduce or eliminate the overrun or use under-run resources elsewhere.	1	2	3	4	5	NA	
25	I would hire this Offeror again.	YES or NO (Comments, if any)						



**Sub-factor 4: Transition / Phase-in**

For all contracts that acquired follow-on services.

#	PAST PERFORMANCE ELEMENT	PERFORMANCE RATING						COMMENTS
26	Contractor effectively planned and executed the contract transition.	1	2	3	4	5	NA	
27	Contractor's plan allowed your unit to maintain a high level of performance during the transition period.	1	2	3	4	5	NA	

SOURCE SELECTION INFORMATION - See FAR 3.104  
FOR OFFICIAL USE ONLY

**Transmittal Letter to Accompany Performance Questionnaire  
[TO BE COMPLETED BY OFFEROR]**

*RFP F04701-03-R-0201*

ATTACHMENT 2

MEMORANDUM FOR: [OFFEROR'S POC]

FROM: [OFFEROR'S ADDRESS AND POINT OF CONTACT]

SUBJECT: Present/Past Performance Questionnaire for Contract(s)

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1. We are currently responding to the Department of the Air Force (AF), Space & Missile Systems Center (SMC), Request For Proposal (RFP) F04701-03-R-0201 for the procurement of the STEC 2004. This RFP is being conducted as a Source Selection and specifically requires that we, as an Offeror, do the following:

The Offeror shall send out, and track the completion of, the Present/Past Performance Questionnaire to each of the Offeror's critical subcontractors', teaming subcontractors' and/or joint venture partners' Points of Contact (POCs). The responsibility to send out and track the completion of the Present/Past Performance Questionnaires rests solely with the Offeror - i.e., it shall not be delegated to any subcontractors, team contractors, and/or joint venture partners. The Offeror shall exert its best efforts to ensure that at least two POCs, per relevant contract, submits a completed Present/Past Performance Questionnaire **directly to the Government not later than 26 Feb 03**. Each of the Offeror's POC's shall **telefax** its completed Present/Past Performance Questionnaire directly to:

**Ms Maria Chavez-Mann, SMC Det 12/PKV  
Bldg. 413, Rm 230  
3548 Aberdeen Ave SE  
Kirtland AFB NM 87117-5778  
Phone: (505) 846-6878  
Fax: (505) 846-6260**

Mailing the questionnaire(s) to the address above is an acceptable alternative method of transmission. If mailing, the outside envelope must be marked as follows:

NOTE: TO BE OPENED BY ADDRESSEE ONLY  
SOURCE SELECTION INFORMATION - See FAR 3.104  
FOR OFFICIAL USE ONLY

2. We have identified subject contract(s) as relevant to this acquisition and you as our POC. As such, please take a few moments of your time to fill out the attached questionnaire and send it directly back to SMC Det 12/PKV. The information contained in the completed Present/Past Performance Questionnaires is considered sensitive and can not be released to us, the Offeror. If you have any questions about the acquisition or the attached questionnaire, your questions must be directed back to the Government's points of contact identified above. Thank you for your timely assistance.

Sincerely,

Attachment(s)

[OFFEROR'S POINT OF CONTACT]

Present/Past Performance Questionnaire

[Client Authorization Letter(s), if applicable]

SOURCE SELECTION INFORMATION - See FAR 3.104  
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**Subcontractor/Teaming Partner Consent Form for the Release of Present and Past  
Performance Information  
(TO BE ACCOMPLISHED BY SUBCONTRACTOR/TEAMING PARTNER)**

RFP F04701-03-R-0201

ATTACHMENT 3

Dear (*Contracting Officer*)

We are currently participating as a (*subcontractor/teaming partner*) with (*prime contractor or name of entity providing proposal*) in responding to the Department of the Air Force, Kirtland AFB, NM, Request for Proposal F04701-03-R-0201 for the STEC 2004 Program.

We understand that the Government is placing increased emphasis on past performance in order to obtain best value in source selections. In order to facilitate the performance confidence assessment process we are signing this consent form in order to allow you to discuss our present and past performance information with the prime contractor during the source selection process.

\_\_\_\_\_

\_\_\_\_\_  
(*Signature and title of individual who has the authority to sign for and legally bind the company*)

**Company Name:**

**Address:**

**Cage Code:**

**Phone Number:**

**Fax No:**

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**Commercial Client Authorization Letter  
(TO BE ACCOMPLISHED BY OFFEROR)**

*RFP F04701-03-R-0201*

ATTACHMENT 4

NOTE TO OFFERORS: This procurement could be similar to commercial supplies/services. Therefore, to assist the Government's Performance Risk Assessment Group (PRAG) in assessing your present and past performance on relevant commercial contracts, the following letter must be sent to your points of contact (POCs) for those commercial efforts that you identify to us in your past performance volume. Should you propose to use critical subcontractors, teaming contractors, and/or joint venture partners, you must obtain a similar client authorization letter from each entity. HOWEVER, it is the your sole responsibility, as the Offeror, to send out these authorization letters with the questionnaires to your own POCs and to those of your subcontractors, teaming contractors, or joint venture partners.

Dear *(Client)*:

We are currently responding to the Department of the Air Force (AF), Space & Missile Systems Center (SMC), Request For Proposal (RFP) F04701-03-R-0201 for the procurement of the STEC 2004.

As you know an Offeror's past performance has become an element of increased emphasis in the AF's acquisitions. They are requesting that clients of companies who submit proposals in response to their RFP for the STEC 2004 Program be contacted, and that their participation in the validation process be requested. We, therefore, respectfully request and hereby authorize you to complete the attached Questionnaire with regards to work we have performed for you, and forward it directly to the Government Point(s) of Contact at the following address:

**Ms Maria Chavez-Mann, SMC Det 12/PKV  
Bldg. 413, Rm 230  
3548 Aberdeen Ave SE  
Kirtland AFB NM 87117-5778  
Phone: (505) 846-6878  
Fax: (505) 846-6260**

We have identified Mr./Ms. (Name) of your organization as the point of contact based on their knowledge concerning our work. Your cooperation in this matter is appreciated. Any questions may be directed to:  
***[NAME, PHONE NUMBER, FAX NUMBER FOR THE OFFEROR'S POINT OF CONTACT]***

Sincerely,

***[OFFEROR'S POINT OF CONTACT]***

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SOURCE SELECTION INFORMATION - SEE FAR 3.104

**SAMPLE PAST PERFORMANCE QUESTIONNAIRE AND TRACKING RECORD  
[TO BE ACCOMPLISHED BY OFFEROR]**

Attachment 5

[illegible]